

VACANCY



SENIOR CO-ORDINATOR SUPPLY CHAIN MANAGEMENT C4

Division: Finance and Supply Chain
Reporting to: Superintendent: Supply Chain Management
Location: Walvis Bay

Primary purpose of the position

Namdock is seeking a skilled and results-driven Supply Chain Senior Coordinator to oversee inventory, customs, logistics, and bonded facility operations in full compliance with NAMRA Customs & Excise regulations. The role includes managing supplier relations, procurement coordination, and aligning logistics with operational and legislative requirements. The ideal candidate will act as the main liaison with Customs authorities, stay informed on regulatory changes, and lead a team while collaborating across departments to support Namdock's strategic goals.

Key Performance Areas

- Operations Supervisions
- Manage Customs relationship and queries.
- Supplier and Sub-contractor Management
- Coordinate Procurement, Internal Customer Focus, and Data Management
- Inventory Management
- Ensure good Governance and manage Risk and Compliance.
- Facilitate Internal Customer training and Awareness Workshops
- Bonded Facility Management
- Oversee Customs Control and Access gates
- Enforce Health, Safety and Environment compliance
- Manage Human Resources activities for the team

Critical Technical Competencies for this role

- Leading Others
- Results Orientation & Customer Focus
- Building Relationships
- Working with others (Teamwork)
- Persuasiveness & Influence
- Communication
- Application of Knowledge
- Results Orientation & Customer Focus
- Process Orientation

Qualification and Experience Required:

- A Bachelor in Procurement Management, Supply Chain Management, or a related field (NQF Level7)
- Five (5) Years of Relevant Experience in a Customs focused Supply Chain / Procurement Environment of Import and Export activities and legislative requirements, of which three (3) years of experience should be in a supervisory role.
- A valid driver's license.

CLOSING DATE: 31 OCTOBER 2025

Namdock will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net.

Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

Only applications received via the portal will be evaluated.

Only short-listed candidates will be notified. No documents will be returned.

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998